

# **AUTHORIZED USAGE OF TELEPHONE TELECOMMUNICATIONS RESOURCES**

## **REQUEST FOR CELL PHONE**

### **REFERENCES**

**AR 25-1, Army Knowledge Management and Information Technology, 15 July 2005.**

**Army in Europe Supplement 1 to AR 25-1, Army Knowledge Management and Information Technology Management, 28 April 2006.**

### **INITIAL REQUEST**

**Memorandum through the Telephone Control Officer (TCO) to the Commander, USAG Benelux, requesting the acquisition and activation of cell-phone. The request will not be approved without the following:**

- (1) Critical Operational Needs. These needs include potential loss of life or limb, actions or decisions that are crucial to the operations of U.S. Forces overseas, and short-notice actions or decisions that will save command or theater significant resources. Requests to activate a cell phone for convenience will not be approved.**
- (2) Cost Effectiveness. Improved operations or monetary savings must clearly justify the cost of activating a cell phone. The justification should include the following criteria:**
  - (a) Area of Operations. If unit is widely dispersed, describe the information to be transmitted and the operations or savings the ability to communicate faster will improve.**
  - (b) Command and Control. Describe how the cell phone will increase command-and-control responsiveness and prevent waste or eliminate the need for other communications systems.**

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- (c) **Communications Upgrade.** Describe why the cell-phone needs to be replaced or upgraded.
- (d) **Economics.** Describe the direct trade-off in total costs that will be achieved by replacing existing communications system with a cell phone. Provide an economic analysis, statistics, and show the savings to be gained.
- (e) **Position.** Explain how the duty position of the proposed cell-phone user relates to anticipated operational improvements or savings that will be achieved by having a cell phone.
- (f) **Resources.** Explain who will pay for cell-phone activation and use. Units must budget for cell-phone service in the appropriate mission or base-operations account.
- (g) **Time.** For personnel who spend a lot of duty time on the road, describe the percent of time spent on the road, why this much time is spent on the road, and what improved operations or savings will result from the ability to communicate faster using a cell phone.

The request for approval will either be returned disapproved or processed by the TCO. The TCO will notify the requester of the approval, and request to submit a DA Form 3953 (PR&C), to obtain an Information Management Acquisition Request (IMAR) approval before being processed by the Resource Management.

### **CHANGE OF USER**

When the cell phone is operational and activated but there is a change of user, the same as above applies except for the PR&C and IMAR. The memorandum will state that the request is for the continuing use of the cell phone and activation, however, for a change of user. The memorandum will still need to be submitted through the TCO to the USAG Benelux Commander for approval.